

DEPARTMENT OF THE ARMY  
79<sup>th</sup> Ordnance Battalion (EOD)  
52<sup>nd</sup> Ordnance Group (EOD)  
Fort Sam Houston, Texas 78234-5000

AFOD-B (100)

11 July 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Supplement to OI 380-02, Administrative Accountability  
of Classified Publications

This supplement replaces the previous battalion supplement dated February 98. Significant changes were made and the entire supplement should be reviewed in detail for updating members of the command.

1. REFERENCE: AR 380-5

2. PURPOSE: Supplement policies and procedures as set forth in 52d Ordnance Group (EOD) Operating Instruction (OI) 380-2, Administrative Accountability of Classified Publications.

3. SCOPE: This supplement is directive in nature and is applicable to all personnel assigned or attached for duty with the 79<sup>th</sup> Ordnance Battalion (EOD) and it's subordinate units.

4. Add the following paragraphs:

a. Paragraph 7: All companies will review their support installation's supplement to AR 380-5. Where additional guidelines or procedures differ from this OI, companies will comply with the host installation's guidance and provide a copy of the supplement with a narrative of the differences in the requirements to the 79<sup>th</sup> Ordnance Battalion (EOD), ATTN: Security NCO.

b. Paragraph 8: Methods of destruction for classified materials will be IAW AR 380-5, Appendix K. DA Form 3964 will be completed and maintained on file for those documents requiring disposal.

c. Paragraph 9: The unit Security Manager will conduct periodic spot check inspections and at a minimum of once a year an unannounced security inspection. Written records of these inspections will be maintained in the unit files. The Security Manager will ensure that all personnel receive an initial security orientation briefing within 30 days of arrival in the

AFOD-B (100)

SUBJECT: Supplement to OI 380-02, Administrative Accountability  
of Classified Publications

unit and conduct annual security refresher training. Written records of the briefing and training will be maintained in unit security and training files.

d. Paragraph 10: Companies will forward to the 79<sup>th</sup> Ordnance Battalion (EOD), ATTN: Security NCO, a current roster of personnel authorized access to classified materials using FORSCOM Form 104-E, or a roster provided by their host installation security office.

5. Efficient and Effective!

PATRICK J. KELLY  
LTC, OD  
Commanding

DISTRIBUTION:

A